

CITY OF BALTIMORE
DEPARTMENT OF PLANNING
COMMISSION FOR HISTORICAL AND ARCHITECTURAL PRESERVATION
(CHAP)

417 East Fayette Street, 8th floor
Baltimore, Maryland 21202
Tel.: (410) 396-4866, Fax: (410) 396-5662

**PROPERTY TAX CREDIT APPLICATION FOR HISTORIC
RESTORATIONS
AND REHABILITATIONS**

PRELIMINARY REVIEW

Completion of a preliminary review and approval (pre-certification) is required prior to start of project construction; please refer to program brochure and CHAP Tax Credit Rules and Regulations for complete program requirements. Note: Commercial (non-residential) projects in Baltimore City Enterprise Zones are not eligible for this program.

1. _____

Property Address ZIP
2. _____
Property Reference #
(Ward/Section/Block/Lot)
3. _____

Owner's Name and Address ZIP
4. (w) _____
Tel. _____
(h) _____
Tel. _____
5. Your property must be listed as one of the following (please check):
 - ☐ **Baltimore City Historic Landmark**
 - ☐ Located in a Baltimore City Historic District
 - ☐ If "yes", please state the name of the district: _____
 - ☐ **National Register Historic Landmark**
 - ☐ Located in a National Register Historic District
 - ☐ If "yes", please state the name of the district: _____
6. Will your property be in full compliance with the City building and housing code after completion? Yes / No
7. What is the full cash value (land and improvement) of your property?
\$ _____

8. Do you have early photographs, written documentation, and or research information about your property, or similar buildings in your area, or have you otherwise attempted to ascertain the accuracy?
9. Name of architect/designer, if any: _____
10. Please provide a summary of the proposed restoration work and attach plans and specification of the materials to be used, as well as a photo documentation of the current, pre-hab condition of your building(s) and site. (Post-rehab photos are required for final certification, after completion of your project). Feel free to use attached work sheet for a more specific “before” and “after” description of your plans.

Project Summary

Please complete the following, in order for the City to analyze the effectiveness of the program:

- a. Was your last State income tax report filed as a resident of Baltimore City?
Yes / No
If "No", please indicate where_____
- b. Has the availability of the credit in any way affected your decision about where you live?
Yes / No
- c. What is your household income?
Less than \$24,999_____ \$25,000-\$49,999_____ \$50,000-74,000_____
\$75,000-99,000_____ Over \$100,000_____
- d. How did you find out about the Baltimore City historic tax credit program?
City Agency___Community Assoc.___Media___ Realtor___ Mailing___ Other___
- e. Are you applying for this credit as a homeowner, commercial property owner,
or developer?
- f. In the past, did you rent or own your home?
- g. What is the present use of this property?
Principal Residence___Office___Retail___Rental (up to 4 units)_____
Rental (5 or more units)___Mixed Use___Other_____
- h. Is this property currently vacant? Yes / No
- i. Will the use of this property be changed after the restoration/rehabilitation?
If so, please explain:
- j. Would you make the improvements without the availability of the historic property tax credit?
Yes / No
- k. Did the availability of the historic tax credit affect the timing and the amount of the
improvements? If "yes", please explain:
- l. Are you using any other Local/State/Federal tax incentives or development subsidy programs?
Yes / No
If "yes", please identify:
-

I declare under penalty of perjury, that this application, including any accompanying forms and statements, has been examined by me, and the information contained herein, to the best of my knowledge and belief, is true, correct and complete, and that I have a legal interest in this property.

Owner's signature

Date

Print Owner's
name _____

Please note:

A project review fee of \$ 50.00, to be made out to the Director of Finance, Baltimore City, is due upon submission of this application and includes the CHAP Notice-To-Proceed permit fee, required in CHAP designated historic districts. Regulations for this program are subject to change; you may be asked to submit additional information or an amended application.

State and Federal Tax Credit Programs:

The City of Baltimore encourages property owners to also apply for State and Federal rehabilitation tax credit programs, wherever eligible. Applicants must follow the requirements of the Maryland Historical Trust to receive such credits – approval of a Baltimore City Rehabilitation Tax Credit project by CHAP does not guarantee approval by the MHT (410) 514-7626. We recommend that you contact both CHAP and MHT whenever you begin to plan a tax credit rehabilitation project in Baltimore City.

FINAL REVIEW (CERTIFICATION)

Final Certification requirements include a site inspection that should verify the completion of the proposed work, an compliance with all other requirements, as outlined in the historic tax credit legislation – rules and regulations documentation. After your project is completed, please submit cost- and photo documentation of your project, as well as a copy of your building permit(s) to the

**Baltimore City Department of Planning
Commission for Historical and Architectural Preservation (CHAP)
C/o Ms. Brigitte V. Fessenden, Program Administrator
8th floor
417 East Fayette Street
Baltimore, MD 21202**

Property Reference Number
(Ward/Section/Block/Lot)

**PRELIMINARY CHAP AND DEPARTMENT OF FINANCE REVIEW FOR
PROJECTS WITH ANTICIPATED CONSTRUCTION COSTS GREATER THAN
\$3.5 MILLION – PLEASE SUBMIT COPY OF THIS APPLICATION TO
FINANCE DEPARTMENT, City Hall, 100 N. Holliday Street, Baltimore, MD
21202, Attn.: Mr. Douglas Brown:**

1. Is your property eligible for the State Enterprise Zone tax credit?
YES / NO

If “YES”, you are NOT eligible for the historic property tax credit.
If “NO”, you must submit a completed “Enterprise Zone Tax Credit
Verification.”

2. Has your property been at least 75% VACANT for the past three
consecutive years?
YES / NO

If “YES”, please complete the “Affidavit of Vacancy Status” form
(available upon request).
If “NO”, you must demonstrate to the Director of Finance that this credit
is necessary in order for the project to proceed.

3. At the time your project is completed, and before final CHAP
certification, a notarized statement of your project construction costs,
complete with supporting documentation, must be filed with CHAP.

Note: 3 (three) years from the date of application, a statement of the actual
economic impact, and public benefits derived from the project, must be
submitted to the Finance Department.

Applicant’s signature

Date

Print _____